

TENDER NOTICE

TENDER NO: AB/287/2026

Procurement of Leased Printing Solution for 3 years

- Sealed Tender offers are invited for the provision of Printing Solutions Services for the airline.
- The Procuring Entity is **AIR BOTSWANA**.
- Procurement Method is: **Open Domestic Bidding**

- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code 131: Rental Services – Sub-code 03: Machinery and equipment other than for Transport & Real estate

**Code 213: General Manufacturers/Producers
-Sub-code 14: Printing Services**

- Directive and Affirmative Action in favour for Youth, Woman and People living with disability shall apply.
- The Presidential Directive CAB 34 (B) OF 2014 on Economic Diversification Drive (EDD) and Presidential Directive CAB 19 9B) OF 2013 on the Local Procurement Scheme (LPS) shall be implemented on this tender. Bidders who wish to benefit from EDD Preference margin should provide a certified valid copy of the EDD Certificate
- The tender documents will be emailed to bidders upon payment of a non-refundable tender fee, or collected at the physical address below:

**Air Botswana Head-Office Building,
Plot 42307 Airport Road, Gaborone.**

- Documents to be issued during working hours between 0800 and 1600, Monday, 02nd March 2026
- A non-refundable deposit of P 500.00 payable by cash or bank guaranteed cheque made out in favor of Air Botswana is required on collection of the tender documents.
- The 50% price discount for purchase of the tender document will be applied to companies owned by youth, women and people living with disability who should provide a proof of the same to qualify

Bank: Standard Chartered Bank of Botswana
Account: 0100110100000
Account Name: Air Botswana
Branch: Mall
Reference: AB/287/2026

- Proof of Payment must send to tenders@airbotswana.co.bw to request the tender document

- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 5 days before the tender closing date to:

Mr Pheny Pheto or Ms Lorato Batsile,
Tel No.: 368 8400,
Email: tenders@airbotswana.co.bw

- No site visit and/ or pre-tender meeting has been arranged for this tender request.
- The closing date and time for receipt of sealed tender offers is **10:00 hours on Tuesday, 24th March 2026.**
- Late tender offers will not be accepted.
- The Bid Submission Method is: *Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.*
- One (1) original tender document marked ORIGINAL and 2 duplicate copies of the original document marked copy in one sealed envelope clearly marked
- "Tender Reference No. AB/287/2026 Procurement Leased Printing Solution for Air Botswana." shall be delivered to:

**Air Botswana Head Office Building
Airport Road, Sir Seretse Khama International Airport
P O Box 92, Gaborone, Botswana**

The name and address of the bidder should be clearly marked on the envelope.

- **Evaluation Method:** Least Cost Selection Services Evaluation Method

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

(Notwithstanding anything in the foregoing, the Air Botswana or the Government of Botswana is not bound to accept the lowest or any tender offer.)

